

# Student/Parent Handbook

## Fayette JH/HS School 2018-2019

### INTRODUCTION

This handbook is provided to assist students and their parents with an understanding of the policies and procedures of Fayette Local Schools. Cooperation between home and school is vitally important if a student is to have a successful school experience. Our purpose is to help prepare our students to meet the challenges of a successful adult life. It is the sincere desire of the entire staff to help our students develop skills in all academic areas, as well as proper attitudes, skills, and habits which will in turn enable them to experience a purposeful and enjoyable life.

We, at Fayette Local Schools, are very proud of our record and achievements of the many young men and women who have graduated from our school. It is our ultimate goal that students make the most of their potential while they are young and that they enjoy their years in school.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. Fayette Local School board policies are available at [Fayettesch.org](http://Fayettesch.org).

### SCHOOL ARRIVAL AND DISMISSAL

Arrival: Junior High and High School students are not to arrive at the school or be on school property before 7:35 a.m. Students under the direct supervision of a teacher, coach or advisor may be granted permission for early arrival and entry into the building. Students purchasing breakfast in the cafeteria will be admitted at 7:40 a.m. Students eating breakfast may enter only through the canopied doors and are to report directly to breakfast and remain in the cafeteria until the entry tone sounds at 7:50 a.m.

Dismissal: Students will be dismissed at 2:50pm.

### TIME SCHEDULE

#### Jr./Sr. High School Period Schedule

Entry Tone - 7: 50

Warning Tone – 7:57

Tardy Tone – 8:00

1 <sup>st</sup> Period	8:00-8:44		6 <sup>th</sup> Period	11:51-12:33
2 <sup>nd</sup> Period	8:47-9:30		7 <sup>th</sup> Period	12:36-1:18
3 <sup>rd</sup> Period	9:33 -10:16		8 <sup>th</sup> Period	1:21-2:04
4 <sup>th</sup> Period	10:19-11:02		9 <sup>th</sup> Period	2:07-2:50
5 <sup>th</sup> Period	11:05-11:48			

## 2 HOUR DELAY

### JR./SR. HIGH SCHOOL PERIOD SCHEDULE

Entry Tone – 9:50

Warning Tone – 9:57

Tardy Tone – 10:00

1 <sup>st</sup> Period	10:00–10:26		6 <sup>th</sup> Period	12:00-12:26
2 <sup>nd</sup> Period	10:29-10:55		7 <sup>th</sup> Period	12:29-1:23
3 <sup>rd</sup> Period	10:58-11:24		8 <sup>th</sup> Period	1:55-2:21
4 <sup>th</sup> Period	11:31-11:57		9 <sup>th</sup> Period	2:24-2:50
5 <sup>th</sup> Period	1:26-1:52			

### SECTION 1- GENERAL INFORMATION

#### IMMUNIZATIONS

Ohio State law requires certain immunizations against childhood diseases of all students, regardless of age, who attend a public or private school or a licensed day care center. On or before the fifteenth day of attendance, proof of the child's (a) full immunizations, (b) initiation of schedule of immunizations, or (c) certificate of exemption must be presented at the school

#### EMERGENCY MEDICAL FORMS

In order to handle emergency situations, the school must know how to reach parents quickly. For this reason, every parent must update the Emergency Medical Form for each child as required by state law. This form is kept on file. When your child becomes ill (vomiting, fever, or symptoms of a communicable disease) or injured, we will get in touch with the parent or person indicated on the Emergency Form as soon as possible. Parents or the person designated by the parent, who is contacted because of a child's illness, are requested to pick up the child immediately.

If any changes are needed on the Emergency Medical Form, please inform the school by sending in a note listing the needed changes. Parents are required to provide up to date and accurate information for the Emergency Medical Form. Legal proof of any household changes must be provided (i.e. divorce, custody, marriage, adoption, and name changes).

#### ADMINISTERING MEDICATIONS

The principal, or an appropriate person appointed by the principal, will supervise and secure the proper storage and dispensing of prescribed medications. The drug must be received in the container in which it was dispensed by the prescribing physician or licensed pharmacist.

Written permission must be received from the parent or guardian of the student, requesting that the school district comply with the physician's order or in the case of a non-prescribed medicine that the appropriate dosages are given. This statement will be retained which complies with Ohio Revised Code.

The parent, guardian, or other person having care or charge of the student must agree to submit a revised statement signed by the physician who prescribed the drug to school administration if any of the information originally provided by the physician changes.

The school's role in the administration of this policy is one of cooperation with the parent and student and we will take responsibility for the administration of medication only after the above guidelines have been followed. Medicine will only be administered to the student through the school office and by the secretary or other appropriate person appointed by the building principal.

A student may be allowed to use over-the-counter medication upon the written authorization of the parent. The parent must complete an Authorization for Non-prescribed Medication and Treatment and submit it to the school office for filing in the student's record. All non-prescribed medication must be secured and dispensed in the school office.

### **DIRECTORY INFORMATION (Family Education Rights and Privacy Act)**

In 1974, the Federal Government passed the Family Education Rights and Privacy Act (FERPA). The intention of this law is to protect the accuracy and privacy of student education records. Without prior written permission, only the parents, legal guardians, authorized school staff, and in appropriate circumstances, state and federal officials who have a legitimate educational purpose, have access to the educational records of Fayette Local Schools. Under this law and School Board policy, parents and legal guardians are entitled to the following rights:

1. The right to inspect and review their children's educational record.
2. The right to seek or correct parts of this record if they believe it to be inaccurate or misleading.
3. The right to limit disclosure of information contained in the record.
4. The right to file a complaint if there is violation of the law.

As permitted under the FERPA, the following information has been designated by the Fayette Local Board of Education as "directory information". This permits our school to use this information without prior written consent if, and only if, it is used to publish student yearbooks, programs for athletic teams, performing groups, and graduation ceremonies, as well as to publicize the academic awards and honors of individual students.

1. The student's name.
2. The student's class (i.e. first, seventh, twelfth, etc.).
3. The student's extracurricular activities.
4. The name of the school the student currently attends.
5. Achievement awards and honors.
6. Weight, height, and position on athletic teams.

If any parent, guardian, or student over the age of eighteen years wishes that any or all of the items listed above not be used for the purposes stated, please advise the school principal in writing within one week of enrollment.

### **INFORMATION RELEASE**

Effective September 13, 1995, Ohio Legislature requires school districts to release the names, addresses, and phone numbers of students in grades 10-12 to U.S. Military recruiters who request them, unless the student's parent requests in writing that the information not be released. Parents who do not want this information released must provide the guidance counselor or principal a written request to withhold such information.

### **SCHOOL SUPPLIES AND FEES**

The Fayette Board of Education provides all basic texts at no cost to the children of our school. The condition of books will be recorded at the beginning of the school year. It is suggested that you encourage your child to make a special effort to point out any book damage to the teacher at the time of receipt so there will be no questions of responsibility at the end of the year. All books, including ones from the library, lost or damaged during the year must be paid for according to the nature of the loss.

There may be a charge for workbooks, special reading materials, Chromebook usage, etc. for the school year.

Please pay the full amount of your child's fees as soon as possible.

Report cards and extra cafeteria ala carte items may be withheld/denied for failure to pay school fees, lunch charges and/ or student activities. These charges will continue to accumulate from year to year until paid. No diploma shall be delivered to a graduating senior nor shall any transcripts be made available to any student, graduate or to anyone requesting the same on his/her behalf until all fees and fines for that student have been paid in full. Students will be prohibited from participating in commencement exercises unless payment has been received.

### **VALUABLES**

Students should not bring valuables (i.e. jewelry, clothing, or large sums of money) to school. The school cannot be responsible for the loss of such items. Missing items should be reported immediately to the Principal who will in turn file a report with the proper authorities if necessary. Students in possession of missing or stolen items will be assigned disciplinary action.

### **CAFETERIA SERVICE**

Fayette Local Schools operates a closed Lunch. No student attending Fayette Junior High / High School is allowed to leave the school grounds during their lunch period in most situations, but not limited to all.

### **SAFETY AND SECURITY**

### **VISITORS**

All persons who are not faculty, staff members, or students currently enrolled at Fayette are to report to the central office upon entering the building during the school day and state their reasons for being in the building or on school grounds. A pass may be issued to anyone who has authorization to visit a student or teacher. Students will not be permitted to bring non-Fayette students to school unless a special visitation day with another school is arranged and prior permission is granted by the School Official or designee in advance. It is our desire to maximize student learning. This can be done by minimizing interruptions. .

### **FIRE, TORNADO and Safety DRILLS**

Fire and tornado drills are required by the State of Ohio law and are an important safety precaution to guard against injury and life threatening situations. Fayette Local Schools will follow these state requirements and often work with our local first responders in conducting such drills and procedures.

### **SEVERE WEATHER AND EMERGENCY CLOSING**

In case of severe weather such as snow, fog, ice, etc., the official announcement of school closing and delays; Fayette Local Schools will use an Instant Alert System. Parents that register for the Instant Alert System will be contacted by email or telephone – whichever you request – in regards to school related emergency announcements.

Also these announcements can be heard over the local radio/TV stations. During the course of the school day, weather conditions may develop that may cause roads to become treacherous. In such cases students will be returned to their homes as soon as busses become available. When such conditions are evident, parents will be notified via Instant Alert System.

### **SURVEILLANCE CAMERAS**

For students' safety and welfare, video surveillance cameras are in use throughout the building and school grounds and on some buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

### **PERSONAL ELECTRONIC DEVICES**

Use of the personal electronic devices is at the discretion of the teacher. Use of electronic devices that disrupt the educational process during the school day is prohibited. The device may be confiscated. Acceptable Use Policy is always in effect.

## **SECTION II - ACADEMICS**

### **FIELD TRIPS**

Participation on a field trip is a privilege provided to the students by Fayette Local School District. All school rules apply during these trips as well as the policies and procedures established by the advisor and the High School Office. Students must remain with the advisor/sponsor during the trip. School work missed while on the field trip is to be turned in either before the trip or the day you return.

### **GRADING PROCEDURE**

Fayette Local Schools has four grading periods of approximately nine weeks. Two nine weeks grading periods constitute a semester. Grade cards are issued to students approximately one week after the conclusion of each grading period.

Grading Scale: 100-90 = A    89-80 = B    79-70 = C    69-60 = D    Below 60 = F

The use of plus and minus is at the discretion of the teacher. (Plusses and minuses however, are discarded in the computation of a student's GPA).

### **Semester Grade Computation**

The semester exam is counted as one-fifth of the semester grade. To calculate the semester grade, each quarter grade is doubled, and then the semester exam grade is added. This sum is divided by five.

Example: 1<sup>st</sup> quarter 82%, 2<sup>nd</sup> quarter 76%, Semester exam 85%  
 $164 + 152 + 85 = 401$

### **Progress Reports/Conference**

Student grades are accessible at all times for parents and students to review. Parents and teachers are encouraged to contact one another and schedule a conference during the teacher's conference period if there are concerns or questions about a student's progress. Paper copies are available on request.

### **Report Cards**

Students are responsible for giving report cards to parents/guardians. Report cards will not be issued until all fines/fees are paid. These may be paid in the office. Grades can be viewed electronically as well.

### **Course Enrollment**

A student must be enrolled in a minimum of 6 units each credit year. Fayette Virtual Academy students must be enrolled in a minimum of 5 or 6 units each credit year and must total 21 for graduation. For promotion, 5 units are required for sophomore standing; 10 units for junior standing and 15 units for senior standing.

In order to participate in graduation ceremonies, seniors must meet all graduation requirements.

### **CHANGING SCHEDULES**

Classes may be dropped or added on an individual basis within the first 10 school days of each semester. Yearlong elective classes may be changed at the semester without academic consequence. Students must present a valid reason for desiring a class change to the guidance counselor. Any proposed changes will be discussed with the teachers involved, and with parents if necessary. A failing grade will be given for a course that is dropped after the 10 days. The parent, student and district designee signatures are required for schedule changes.

Final decisions regarding scheduling rest with school official[s].

### **THE GRADUATION CEREMONY**

The graduation ceremony is an important and symbolic event. Participation in the ceremony is a privilege. As such, school officials may enforce a dress code requiring appropriate attire and may prohibit a student who violates the dress code from participating in the graduation ceremony. A student may also be excluded from the graduation ceremony as a disciplinary measure. In order for participate in graduation ceremony seniors must attend mandatory graduation practices as scheduled.

## **SUMMER SCHOOL**

Students must have first failed a class before being permitted to take that class in summer school in most situations, but not limited to all.

Summer school classes are available through the Fayette Virtual Academy. School officials will notify students that need to attend summer school. Summer School classes do not count toward athletic eligibility per OHSAA rules/policies.

School officials may allow students to take a course[s] during summer school and all decisions will be made on an individual basis.

## **PERFECT ATTENDANCE**

Perfect attendance awards will be handed out at the Academic Awards Night for those students with perfect attendance. Perfect attendance is defined as having no absences or tardies for the year. Tardies are earned through students arriving late for school or for leaving school early. Perfect attendance for work study and blended learning students will follow their pre-approved schedule.

## **HOMEWORK**

Homework policies are determined by the individual instructor, and will be distributed at the beginning of each course.

## **COMPUTER TECHNOLOGY AND NETWORK**

Fayette Local School encourages technology use which facilitates current communication methods, the exchange of information, and the use of computer equipment in pursuit of the District's curricular, instructional, technological, and research goals as a means to further student education. We are pleased to offer students of Fayette Local School access to the District's electronic network, including the Internet. The Internet offers vast, diverse, and unique resources. The District's goal in providing this service is to promote educational excellence by incorporating the benefits of advanced technology use within classrooms, therefore giving students opportunities for resource sharing, innovation, and communication. Acceptable Use Policy is always in effect.

### **Electronic Mail**

The District's student email system is part of the curriculum and intended for communication between students and teachers. Email access is for educational purposes only. Students are given Google Education email accounts as needed, which are restricted to email transmissions within @fayettesch.org , @students.fayettesch.org and those deemed necessary by school officials. Email files should not be considered private. School Official or designee may review email content to maintain system integrity and monitor responsible use. Students are expected to respect the rights of others within the use of the email system, be responsible at all times, and follow all related policies while using the student email system.

## **Chrome Books**

A student may be issued a school owned 1 to 1 Chromebook for his\her access to the Internet and\or apps as installed on the device, for educational purposes, including access and work done on school grounds, as well as off school grounds, if applicable. Students must also adhere to guidelines set forth in Fayette's Chromebook Guidelines and Procedures.

## **HALL PASSES**

Students are expected to be in class at all times. Students are not to be in the halls, at their lockers, or in the restrooms during class. Students not in designated area during appropriate times must be carrying hall passports signed by appropriate personnel.

Misuse of hall passport may result in disciplinary action.

## **LIBRARY POLICY**

Fayette students may borrow as many printed items as they wish to be responsible for, unless they have overdue books or owe outstanding fines. These obligations must be taken care of before new materials can be checked out. All materials may be checked out for two weeks. Materials may be renewed by presenting them at the desk for renewal.

Lost/damaged items will be billed to parent. Receipts will be issued when items are paid.

## **SECTION III - STUDENT ACTIVITIES**

### **EXTRA CURRICULAR /SCHOOL DANCES**

Participation in extracurricular activities is a privilege provided to students at Fayette Local Schools. All school rules apply during these activities as well as the policies and procedures established by the advisor/coach. These rules apply during activities conducted on and off school property. Students participating in these activities are to remain with their advisor/coach. No participant is to leave the facility or location of the activity without permission of the advisor/coach. All students participating in interscholastic extracurricular activities must meet the academic eligibility policy of the Fayette Local Board of Education and OASSA.

### **Student Participation in Extracurricular Activities during a School Suspension**

During an Out-Of-School Suspension a student may not participate in or attend any school activities until after the students has returned to regular classes for one full school day.

### **Athletic Eligibility**

For information on athletic eligibility please consult the Athletic Handbook.

### **School Dances / Extracurricular Activities and Events**

1. School dances will be held for Fayette students only in grades 7-12.
2. Prom is held specifically for high school students and younger students will not be allowed to attend. Any date over the age of twenty will not be permitted. Formal dress is suggested when attending Prom.
3. Students from other schools may be allowed to attend Prom and Homecoming, but they will be required to register and approved (prior to the event) using a form that can be

obtained from the sponsoring group. Guests must be in grade 9 or higher and no older than twenty years of age at the time of the dance.

4. Once a student leaves a dance, they will not be re-admitted to the school or dance.
5. All Student Code of Conduct rules will apply during the dance. Violations of the Student Code of Conduct will result in parents being called to pick up the student or referral to proper authorities. Disciplinary action will follow normal school procedures.
6. No containers (bottles, cans, etc.) are to be brought in to school dances.
7. All dances will be chaperoned by parents.

#### **SECTION IV - STUDENT CONDUCT**

## Attendance

### FULTON COUNTY UNIFORM TRUANCY PROCEDURES Serving Fulton County Schools

The Statutes governing School Attendance are very specific and leave little option for School Authorities to excuse children from school. Parent notes/phone calls will be accepted to excuse up to 30 hours of absence per semester. A medical statement from a doctor will be required by the Attendance Officer for absences totaling more than 30 hours during any one semester (60 hours during the school year). Extenuating circumstances may be considered on a case by case basis for exceptions to this rule. Appeals should be made to the student's school principal.

#### A. DEFINITIONS

##### 1. EXCUSED ABSENCES

- Medical excuse written by a doctor or school nurse;
- Legal excuse by a court;
- Limited absence by parental note, accepted by the school in accordance with local board policy. (County policy, 30 hours in a semester/60 hours in a year.)

The Ohio Revised Code identifies the following conditions as constituting reasons for excused absence from school: Personal illness; Illness in the family; Quarantine of the home; Death of a relative; Work at home due to the absence of parents/guardian; Observance of religious holiday; Medical or dental appointment. RC 3321.04. Parental notes for these reasons (except when medical notes are provided) and for fair, vacation, hunting, personal, etc. are limited to 30 hours per semester/60 hours in a year. Extenuating circumstances may be considered on a case by case basis.

##### 2. UNEXCUSED ABSENCES

- Truant: any absence from school without permission;
- Any absence by parental note not accepted by the school in accordance with local board policy;
- Any absence by parental note not approved by the Attendance Officer, including, but not limited to, more than 30 hours in a semester or 60 hours in a year. Extenuating circumstances may be considered on a case by case basis.

**3. HABITUAL TRUANCY** - RC2151.011 (B) (18) in Sub H.B. Bill 410 now defines habitual truancy as a school age child who is absent without a legitimate excuse for:

- 30 or more consecutive hours
- 42 or more hours in one month
- 72 or more hours in a school year

**4. SCHOOL MONTH** - consists of four school weeks.

**5. SCHOOL YEAR** - begins the first day of July of the calendar year and ends the 30th day of June of the following calendar year.

## **6. UNRULY CHILD (RC 2151.022)**

- Any child who does not subject himself to the reasonable control of his parents, teacher, guardian, or custodian, by reason of being wayward, or habitually disobedient;
- Any child who is habitually truant from school.

## **7. DELINQUENT CHILD (RC 2151.02 (E))**

- Any child except a juvenile traffic offender, who violates any law of this state or the United States, or any ordinance or regulation of a political subdivision of the state that would be an offense if committed by an adult.
- Any child who violates any lawful order of the court made under this chapter, including a child who violates a court order regarding the child's prior adjudication as an unruly child for being a habitual truant.
- Any child who violates any lawful order of the court...

## **8. TARDINESS**

As a result of the new definition for habitual truant in RC 2151.011 (B) (18) in Sub H.B. Bill 410, any issue of tardiness shall be covered by the student's hours of attendance.

## **9. ABSENCE INTERVENTION TEAM (RC 3321.191 (C) (2))**

Each school district is responsible for establishing an Absence Intervention Team. Membership in the Absence Intervention Team is specified by statute RC 3321.191 (C) (2) (c) & (d). Schools with less than 5% chronic absenteeism percentage are exempt from the requirement of establishing an Absence Intervention Team. RC 3221.19 (E)

## **10. SCHOOL**

A "school" is defined as a brick and mortar building, virtual online, or any other assigned educational program.

### **B. UNEXCUSED ABSENCES**

The School is expected to assign a student to an Absence Intervention Team when a student is habitually truant and make a referral to the Attendance Officer. Students, who have a substantiated history of truancy and/or have been referred to the Attendance Officer during the prior school year, should have attendance monitored closely. Referrals on students with prior attendance issues should be made to the Attendance Officer in a timely manner. (A listing of these students is provided to the home school at the end of the previous or start of the new school year.)

After receiving a referral, the Attendance Officer will notify the student and his parents of the compulsory school attendance laws. A written notice to parent and child and warning letter will be given at a home visit, or mailed to them by the Attendance Officer. Parents are advised that all further absences will require an acceptable written excuse (medical if warranted).

Copies of correspondence initiated by the Attendance Officer to the parent/guardian concerning a student will be sent to the school attended, as well as the home district school, if different, and should be filed with student's records.

School Resource Officers (SRO) working within districts are to make timely written report to the Attendance Officer documenting any contact with a student, his guardian or parent concerning alleged truancy, so that due process can be completed by the Attendance Officer.

The Attendance Officer initiates all truancy actions with the appropriate court, ONLY after unsuccessful completion of the Absence Intervention Plan. RC3321.16 (B)

### **C. PROHIBITION RC 3313.68**

**A student shall not be suspended out of school as a disciplinary action for truancy.** Students who are found to be truant or unexcused from school should be assigned to the Absence Intervention Team, prior to any involvement with the juvenile court. The Attendance Officer will determine when to refer families for Mediation, or, with prior Juvenile Court approval to Juvenile Court Diversion.

### **D. GRADE PROMOTION AND RETENTION POLICY RC 3313.609 (Senate Bill 55)**

(A) As used in this section:

(1) "Truant" means absent without cause.

(2) "Academically prepared" means whatever educational standard the board of education of each city, exempted village, local, and joint vocational school district establishes as necessary for the promotion of a student to the next grade level pursuant to the policy adopted under division

(B) of this section.

(B) The board of education of each city, exempted village, local and joint vocational school district shall adopt a grade promotion and retention policy for students. The policy shall prohibit the promotion of a student to the next grade level if the student has been truant for more than 10% (100 hours) of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade unless the student's principal and the teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

#### **E. MEDIATION**

Shalom Ministries will be providing Mediation Services to schools on a selective basis. The program will be reserved for students with problem attendance, not previously involved with the court system.

Students under age 10, and their parents, may be referred for Mediation services when absences become excessive. Principals should contact the Attendance Officer to request that Mediation be scheduled. The Mediation will be held at student's school, facilitated by a trained mediator. (Mediations may be limited in number per district due to staffing and funding constraints.)

#### **F. DIVERSION: UNRULY/DELINQUENCY TRUANCY COMPLAINT**

The Juvenile Court is offering a Diversion program for habitually truant students. The goal of the Diversion Program is to avoid a permanent juvenile record for students.

In addition to a formal complaint filed by the Attendance Officer, students habitually truant may be directly referred, with prior Juvenile Court approval, to the Juvenile Court Diversion Program, by the appropriate school district or school pursuant to RC 3121.191 (C) (2) (b). This informal referral from the school district or school may be considered part of any Absence Intervention Plan.

Those students failing the Truancy Diversion offered by the Juvenile Court may be brought officially before the Juvenile Court on the original complaint of unruly or delinquency, or a formal complaint filed by the Attendance Officer for those unsuccessful informal referrals.

- 1. Diversion I:** First time Habitual Truants and parents/guardians will meet with the Attendance Officer at the probation department. Principal is not required to attend Diversion I hearing. School is notified of this hearing, but is not mandated to attend. The Probation Officer will explain the complaint, and what is expected of the student/parent in order to complete Diversion 1. (i.e. attend school daily, be on time, and obey all school regulations, and a tour of the Northwest Ohio Juvenile Detention Training and Rehabilitation Center.) **If Diversion I is successful, student does not have a juvenile record.**

Should Diversion I fail (student continues to be truant/unexcused), school will notify Attendance Officer, who in turn will notify chief probation officer to schedule Diversion II, if appropriate.

- 2. Diversion II:** Second time Habitual Truants and parents/guardians will meet with the Attendance Officer at the probation department. Principal is not required to attend Diversion II hearings. Student is placed on unofficial probation for 60 days, is required to tour the Northwest Ohio Juvenile Detention Training and Rehabilitation Center within 30 days of not previously completed, and must attend two office visits with probation officer. **If Diversion II is successful, student avoids a permanent Juvenile record.**

Should Diversion II fail (student violates any terms of the unofficial probation) the student is referred to the Juvenile Court for formal action before the Judge.

- 3. MEDICAL EXCUSES:** Once a student enters any Diversion, OR has appeared before the Juvenile Court and is under Court Order to attend school, all absences must be documented by a Medical Excuse. If no medical note is provided, absence may be entered as Unexcused, and reported to the Attendance Officer and/or Probation Officer. **NOTE: Only written medical excuses (signed by a doctor) and legal proceedings (requiring student's attendance in court) are legitimate, excused absences recognized by the Juvenile Court.**
- 4. GOALS:** The goals of the Diversion Program are: To quickly and efficiently deal with juveniles and swiftly administer justice; To allow youth to acknowledge responsibility for his/her actions with appropriate consequences; To provide the youth and family with needed resources; and to prevent further involvement with the juvenile justice system.

#### **G. DISPOSITION OF UNRULY CHILD (HABITUALLY TRUANT)**

A student adjudicated a school truant and/or unruly child may be:

1. Placed on community control including probation. RC 2151.354 (A) (2)
2. Have license or learner's permit suspended. RC 2151.354 (A) (3)
3. Place the child in counseling or other appropriate programming. RC 2151.354 (C) (1)
4. Require parents of habitually truant student to perform community service, participate in a truancy prevention mediation program; and receive a warning that subsequent adjudication of the child as an unruly or delinquent child may result in a criminal charge against the parent, guardian, or custodian. RC 2151.354 (C) (2)

#### **H. VIOLATION OF PROBATION/PENALTIES FOR STUDENTS**

A student adjudicated a school truant and violating Official Probation, or Court Ordered school attendance by failing to attend school, may be:

1. Incarcerated up to 90 days at Northwest Ohio Juvenile Detention Training and Rehabilitation Center. RC 2152.19 (A) (3)
2. Placed in an out of home placement, such as a foster or group home. RC 2152.19 (A) (1)
3. Placed on official probation or have current probation terms modified. RC 2152.19 (A) (4)
4. Have license or learner's permit suspended. RC 2152.19 (A) (4) (1)

**Schools must immediately report any unexcused absence of a student on probation to the Attendance Officer or Probation Officer assigned.**

#### **I. PENALTIES AGAINST PARENTS OR GUARDIANS OF HABITUALLY TRUANT STUDENTS**

The Juvenile Court or court of competent jurisdiction may take action against parent, guardian, or person having care of the child as set forth in the Ohio Revised Code which may include, but not limited to:

1. Require the parent, guardian or other person having care of the child to participate in community service program or Truancy Mediation; RC 2151.354 (C) (2) (a) & (b)
2. Require the parent, guardian, or other person having care of the child to post a bond in a sum not exceeding \$500 with sureties to the approval of the court; RC 3321.38 (A)
3. If the parent is found contempt of Court for the first offense, fine the parent, guardian, or other person having care of the child up to \$250 and ordering the parent, guardian or other person having care of the child to serve not more than 30 days at the Corrections Center of Northwest Ohio. RC 2705.05 (A) (1)
4. If the parent is found guilty of contributing to the unruliness or delinquency of a child, fine the parent, guardian, or other person having care of the child up to \$1000 and ordering the parent, guardian, or other person having care of the child to serve up to 180 days at the Corrections Center of Northwest Ohio. RC2919.21 or 2919.24
5. In appropriate cases, charges of educational neglect may be brought by the Fulton County Department of Jobs and Family Services. RC 2151.03

#### **J. COURT APPEARANCES**

The School is responsible for delivering an up-to-date attendance record to the Attendance Officer on all days of a court proceedings. This record should indicate dates of excused absences and unexcused absences incurred by the student to date and show days of assignment of in-school suspensions. ***The Juvenile Court also requires a current copy of student's grades and any disciplinary referral to include detentions/Saturday schools served or owed.*** The school principal or administrator is ***required*** to attend official court hearings unless excused by the Juvenile Court. Attendance Officer will notify principal of date and time of hearing.

**K. UNEXCUSED ABSENCES: PREGNANT AND/OR PARENTING STUDENTS** Pregnant and/or parenting students present special circumstances, and will be addressed individually in accordance with the Procedural Guidelines established for enforcement of compulsory education laws. Compulsory school attendance for pregnant and/or parenting students will be actively enforced, with the assistance of the Juvenile Court. (For additional information, please see Fulton County Uniform Truancy Procedures – **Addendum Procedural Guidelines**)

***A pregnant/parenting student who fails to provide completed forms and is habitually absent from school without legitimate excuse will be considered truant.***

***A married student who is not pregnant, and not parenting, and is habitually absent from school without legitimate excuse will be considered truant.***

## **NON-COMPLIANCE**

Parent(s)/guardian(s) and student (who has not been excused from regular attendance by a doctor, and is failing to comply with the above requirements) will be warned in writing by the Attendance Officer that student is in violation of the Ohio Attendance laws. Student will be referred by the school to an Absence Intervention Team or scheduled for Mediation by the Attendance Officer. A school nurse, public health nurse and children's services caseworker may also be asked to attend a Mediation if deemed appropriate. **(NOTE: A referral to the Absence Intervention Team is required prior to a truancy charge being filed with the court.)**

**TRUANCY ACTION** A Pregnant/parenting students who are not medically excused from attending school, is habitually truant having 30 hours of consecutive unexcused absence, or 42 hours of unexcused absence in one school month, or 72 hours of unexcused absence during the school year, AND has failed to comply with the Absence Intervention Plan, may be charged with Truancy. **See Section B**

### **A. PREGNANT STUDENT WHOSE PHYSICIAN EXCUSES REGULAR SCHOOL ATTENDANCE**

1. Tutoring will be arranged by the home school or a recommendation made for online instruction; the school will request the physician to advise of any measures that would allow student to return to school before delivery. Student/parent may be asked to sign a Release of Information form.
2. Student will begin/continue regular prenatal care (appt. card reviewed by GRADS Coordinator, or tutor to verify appointments.)
3. Student will cooperate with tutor, and/or actively participate in online instruction.
4. Student will schedule/attend family planning counseling following delivery. (Have appointment card signed by counselor).
5. Student will participate in offered parenting classes, and make LEAP inquiry at Dept. of Job & Family Services for qualifying benefits and classes offered. (Have appointment card signed.)

NOTE: The GRADS program is in place to assist pregnant and parenting teens and promote healthy newborns. It is not a mandated program, but is highly encouraged for all pregnant and parenting teens.

## **MAKE-UP OF TESTS AND OTHER SCHOOL WORK**

Students who are absent from school with an excuse shall be given the opportunity to make-up missed work. The student/parent should contact the teacher(s) as soon as possible to obtain assignments. The number of days for completion of make-up work will be equivalent to the number of excused days of absence. If a student misses a teacher's test due to an excused absence, s/he should make arrangements with the teacher to take the test at another time. If s/he misses a State mandated assessment test or other standardized test, the student should consult with the Guidance Counselor to arrange for administration of the test at another time.

Each situation may be evaluated on an individual basis due to individual situations, but will be treated with fairness.

### **SUSPENSION FROM SCHOOL**

Absence from school due to suspension shall be considered an authorized absence, either excused or unexcused. A suspended student will not be allowed to make-up school work missed due to suspension and will receive no credit for work assigned on days missed in most situations, but not limited to all.

### **UNEXCUSED ABSENCES**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the state.

### **VACATIONS DURING THE SCHOOL YEAR**

Such absences are not encouraged or condoned, but allowed. Parents should call the school in on a timely manner so the teacher(s) can prepare for the student absence. Leave of Absence Form must be completed in most situations, but not limited to all.

### **LEAVING SCHOOL**

In order for a student to leave school during the school day, the student's parent must provide written or verbal permission. Before a student leaves school property the student must gain permission from the principal or designee and sign out in the high school office. Work study students and blended learning students must have a schedule on file in the office and sign out when leaving the building.

### **CODE OF CONDUCT AND DISCIPLINE**

This Code of Conduct is adopted by the Board of Education of the Fayette Local School District pursuant to Section 3313.66, Ohio Revised Code.

The purpose and intent of the Code of Conduct is to maintain an appropriate educational atmosphere. The Code of Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to property under the control of school authorities, including school buses, and while at interscholastic competitions, extracurricular events or other school activities or programs.

Any pupil engaging in the types of conduct either specifically or generally like the kinds of conduct listed below is subject to disciplinary action including: verbal or written warning, referral to guidance counselor, parental contact or conference, denial of privileges, detention, Saturday School, emergency removal from class or school, reassignment from the effected classroom, in school assignment, out-of-school suspension, expulsion and emergency suspension or removal from curricular or extra-curricular activities pursuant to Section 3313.66, Ohio Revised Code.

The Four County Career Center is an extension of our school program: therefore, students who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of either Fayette High School and/or the Four County Career Center. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

The types of conduct prohibited by this code of regulations are as follows:

- 1. Damage of School Property** – A student shall not cause or attempt damage to any school property or property belonging to another, whether on or off school premises. This includes arson.
- 2. Bullying, Harassment, Other Forms of Aggressive Behavior and Dating Violence** – Harassment, intimidation, or bullying means any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. It would include, but not be limited to, such behaviors as stalking, bullying/cyber-bullying, intimidating, menacing, coercion, name-calling, taunting, making threats and hazing. This also includes cyber-bullying through electronically transmitted acts (i.e., internet, email, or personal electronic devices) that a student or group of students exhibits toward another particular student(s) more than once. “Dating violence” is defined as a pattern of behavior where a person uses or threatens physical, sexual, verbal or emotional abuse to control the person’s dating partner. A “dating partner” is any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long-term. Harassment includes physically, orally, but not limited to another student/and/or staff member’s race, color, creed or religious affiliation, ethnicity or national origin, disability, age, gender, sex or sexual orientation. This includes unwelcome sexual advances in oral, physical, symbolic, or written format.
- 3. Weapons, Use of Firearms, and Instruments** – A student shall not possess, handle, transmit, or conceal any object that can be construed as a dangerous weapon or instrument. This list includes, but is not limited to, guns, knives, explosives, laser pointers, chains, explosives and clubs. Nor shall a student use any type of instrument or equipment as a weapon.
- 4. Disruption of School** – A student shall not disrupt or obstruct any educational program by the use of violence, coercion, threat, and or any other disruption of the academic process. This includes, but is not limited to, chronic misbehavior, presence in areas where a student has no legitimate business or permission of proper school authorities, demonstrations and the placement of signs and slogans on school property without the permission of school authorities. This includes, but not limited to false fire alarm, bomb threats, verbal/written threats against self/others/properties. Tampering of alarm, computer and any or all other systems included, but not limited to.
- 5. Insubordination** – Students shall comply with rules and respect the requests made by a staff member. Failure to do so is insubordination. This includes, but is not limited to disrespectful

behavior, refusing to serve detention, after school assignments i.e. Friday Night Lights, suspensions, or other properly administered discipline.

- 6. Alcoholic Beverages, Narcotics, Drugs and other controlled substances** – A student shall not possess, use, transmit, sell, conceal or consume any alcoholic beverage, intoxicant, inhalant, controlled substance, counterfeit controlled substance, or any other drug of abuse. This provision shall be applicable to any conduct on school grounds, during and immediately before or after school hours, on school grounds at any time when the school is being used by a group, off school grounds at a school sponsored activity, on a school bus or conveyance, or at any other time during the same calendar day when the student is or will be subject to the authority of the school. A student shall not consume any alcoholic beverages, intoxicants, or drugs of abuse at any time before the student’s arrival at school or a school sponsored activity.
- 7. Tobacco**- No student shall smoke, use, or possess any substance containing tobacco, including, but not limited to, cigars, cigarettes, pipes, electronic cigarettes, clove cigarettes, snuff, and chewing tobacco. As provided in 3313.751 Ohio Revised Code, it shall be a violation of this rule to use or possess tobacco in any form, at anytime, anywhere on school premises or within 500 feet of the school property. Within 500 feet of the school is a violation of the Safe and Drug Free school zone. This may include, but not limited to items used to look like such substances.
- 8. Plagiarism/Cheating/Academic Honesty**--Students are expected to perform the requirements of their school work with the highest level of integrity. Students shall not engage in any form of academic dishonesty, including cheating on any assignment, quiz, or test, collusion (unauthorized collaboration with another person), or plagiarism (presenting someone else’s work as their own). Students found in violation of this rule may receive a zero for the work performed, their parent and school official or designee will be notified, and may result in a suspension from school.
- 9. Emergency Safety Equipment and Warning Devices** – A student shall not use or tamper with any emergency safety equipment unless an emergency actually exists. This includes, but is not limited to, fire extinguisher and fire alarm systems.
- 10. Indecent Behavior** – A student shall not act in an indecent manner through improper or indecent dress, engaging in sexual acts on school premises, exposing oneself, the simulation of sexual acts, and/or indecent exposure. Indecent language in oral or written form is also prohibited.
- 11. Disorderly / Improper Conduct / Profanity / Fighting / Physical Assault / and/or Obscenity** – A student shall not, by use of violence, coercion, threat, harassment, insubordination, group relationship (not limited to gang), cause obstruction to the educational process, including all curricular and extracurricular activities. Students shall not participate in activities such as public display of affection, gambling, truancy, tardiness, misuse of motor vehicles, school bus misbehavior, fighting, and/or willfully aiding another to violate school regulations. A student shall not, verbally or by written word, direct profanity to any person, nor shall a student insult and person by obscene act and behavior unbecoming of a Fayette student that impedes the academic process. A student shall not physically fight with another person, not knowingly or recklessly cause physical harm to another.
- 12. Theft**- No student shall steal or be in possession of stolen property.

- 13. Dress Code**--School dress should ensure the health and safety of the student body, establish a positive learning environment which is free of distraction, and create a positive image of our students and our school. Specific rules and regulations cannot begin to cover all dressing and grooming styles. The administration/designee will make the final determination on any questionable dress code item as permitted by ORC 3313.665
- 14. Civil Compliance** – No student shall violate any Federal laws, State laws, or City Ordinances while under school authority.
- 15. Use of School Computer/Network** – Inappropriate materials shall include, but not be restricted to, pornography, profane language, material oriented against Fayette community standards, persons of race, religion, ethnic background, gender, or nationality, and materials that promote illegal products or ideas. Students are prohibited from using school owned computers to access or use electronic mail and chat rooms. Students are prohibited from using proxy servers to bypass network security or another’s user name and/or password.
- 16. Sexting** – The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.

**BULLYING, HARASSMENT, AND INTIMIDATION**

Harassment, intimidation, or bullying behavior by any student/school personnel in the Fayette Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying" means any intentional written, verbal, electronic or physical act including electronically transmitted acts (Cyber-Bullying) i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel more than once with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school buses and other school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

1. Causing mental or physical harm to the other student/school personnel including
2. placing an individual in reasonable fear of physical harm and/or damaging of students’ personal property; and, is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Discipline for any substantiated incidents of bullying, harassment, or intimidation will be prescribed in accordance with the appropriate section of the Student Discipline Code.

The School also prohibits retaliation against any person who reports an incident, files a complaint, or otherwise participates in an investigation. Suspected retaliation should be reported in the same manner as bullying, harassment, and intimidation.

Filing false charges is also prohibited and will result in appropriate disciplinary sanctions. Students should report incidents of bullying, harassment, or intimidation to the counselor, principal, or a teacher.

## **SEXUAL HARASSMENT**

The Board supports the principle of equal opportunity employment and equal educational opportunities. All persons associated with this school system including, but not limited to the Board, Administration, Staff, and Students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy.

### **Definition of Sexual Harassment:**

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's educational development.
2. Submission to, or rejection of, such conduct by an individual is used as the basis for educational decisions affecting such individuals.
3. Such conduct has the purpose or effect of unreasonable interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive environment.

Reports of sexual harassment are to be made to the principal, guidance counselor, or superintendent. All individuals should be aware that the privacy of the charging party and the privacy of the person accused of sexual harassment will be strictly protected. Refer to the discipline code for further information.

## **DISCIPLINARY OPTIONS**

Disciplinary options that will be left to the discretion of the Principal, Superintendent, or other School Official (Detentions may be assigned by teachers).

## **IN-SCHOOL ASSIGNMENT**

In lieu of regular Out-of-School Suspension the School Official or designee may assign a student an In-School Assignment. Students assigned an In-School Assignment will spend their day in the assigned area and will be provided regular bus transportation on the days assigned. School work completed during time spent in the In-School Assignment will be given up to 100% credit. All assignments must be completed and turned in the day the student returns to class. A student may participate in and/or attend any extra-curricular activities during an in-school assignment.

## **OUT-OF-SCHOOL SUSPENSION**

During an out-of-school suspension, one that is not assigned as an In School Assignment, the student must remain at home under the supervision of his/her parent or guardian. Students may work on assignments although they will receive NO CREDIT for those assignments or tests given during their suspension in most situations, but not limiting to all.

During an Out-of-School Suspension a student may not participate in or attend any school activities until after the student has returned to regular classes for one full day of school.

## **LOCKER INFORMATION**

Fayette Junior/Senior High School provides lockers for each student's use. These lockers are school property, destruction or writing, either inside or outside, is prohibited, or will be dealt with according to the discipline code. Students will be responsible for cleaning.

Each Jr./Sr. High student is assigned a locker at the beginning of the school year. Trading, moving into a locker with another student, and using an unused locker is prohibited. Students are to keep their assigned locker locked at all times. Students who have physical education are encouraged to bring a padlock and place it on the PE locker during the class period. The lock must be removed at the end of the period so other students may use the lockers.

All lockers are the property of the Fayette Local Board of Education and can be searched as deemed necessary by the administration. Section 3313.20, Ohio Revised Code, permits the search of any student's locker and the contents thereof if the School Official or designee reasonably suspects that the locker or its content thereof contains evidence of the pupil's violation of a criminal statute or school rule. Random searches of lockers may include the assistance of dogs trained to detect the presence of unauthorized materials.

### **TELEPHONE**

Students may not use the office phone for personal calls except in the case of an emergency and with office permission. In the event a student receives a call, he/she will be called out of class only in the case of an emergency.

### **DELIVERIES FOR STUDENTS**

Deliveries made to school for students (such as birthday balloons, flowers, etc.) will be held in the office until the end of the school day. At that time, the student may pick them up in the office.

### **USE OF BUILDINGS AND EQUIPMENT**

The building will be open during school hours. The Jr./Sr. High will be open daily from 7:50 a.m. to 2:50 p.m. Unless students are under the direct supervision of a teacher, coach, advisor, or administrator, they may not be in the building before or after these hours.

Students participating in a group activity should remain with the teacher or advisor in the designated area.

## **SECTION V – TRANSPORTATION**

### **AUTOMOBILES**

Driving automobiles to school is a privilege for students. If the driving privilege is abused in any way, it may be revoked at any time. Students are not allowed to go to their car at any time during the school day without permission from the high school office. Buses always have the right of way on school grounds.

Students are to park in the parking lot on the East front of the school in parking spaces outlined in yellow. They are not to park in any space marked for visitors. Students should only park in one parking space. The Fayette Board of Education is not responsible for cars parked in the parking area, or the contents of the vehicles. Vehicles driven by students parked on Fayette school property may be searched by Fayette school personnel or law enforcement officers if there is reasonable suspicion

that the vehicle or its contents contain evidence of a pupil's violation of a criminal statute or a school rule.

### **BUS RULES AND REGULATIONS**

Riding the school bus is a privilege. The right to ride the bus depends upon good behavior and obedience to the rules. The Student Code of Conduct is in force while riding the bus. Improper conduct on the school bus may result in the privilege being denied

***Please note that time schedules and procedures contained within this student handbook are subject to change based on the needs of the building.***